

Academic Year 2023-24

Meeting No: 01

The first meeting of the IQAC for the academic year 2023-24 was held 31st Aug 2023 at 11 am at IQAC. The meeting was presided over by the principal Dr. M.K. Manjunath & Dr. B.N. Chandrashekar, IQAC Co-ordinator.

Agenda:

- ★ Action plan Preparation for the academic year - 2023-24
- ★ Preparation of academic calendar by IQAC.
- ★ Documentation of AQAR - 2022-23.

Minute of meetings:

- ① In the meeting, it was discussed that all the heads of the department should prepare their departmental action plan for the year 2023-24, individually & submit it to the IQAC as on before 6th Sep 2023.
- ② It was discussed that based on the action plan given by all the department, IQAC would prepare an academic calendar for the year 2023-24.
- ③ It was directed to all criterion - coordinators to fetch the document from respective departmental committee office & submit it to IQAC for documentation of AQAR - 2022-23 at the earliest.

Members attended the meeting

NAME	DESIGNATION	SIGNATURE
1. SANJANA C.P	HISTORY	[Signature]
2. Narathinamudhy P	Commerce	[Signature]
3. Bhaskara - J	PHY - Edu	[Signature]
4. Sreedhar. A. N	Commerce	[Signature]
5. Lokesh. G.S	ECONOMICS	[Signature]
6. Dr. Nrupama M.	Zoology	[Signature]
7. Anpithav. H. J	Ang. Th.	Physics
8. Somya. C.V	Botany	[Signature]
9. Rinya	Mathematics	[Signature]
10. PARVATHANNA K.D	Geography	[Signature]
11. Dr. Praveen	Zoology	[Signature]
12. N. Govinda R.R	Kannada	[Signature]
13. Shivappa R.S	Kannada	[Signature]
14. SIDDARATH	Pol-Science	[Signature]
15. Prabhakar M	off. Dept	[Signature]

[Signature]
Co-ordinator

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Meeting No: 02



The second meeting of the IQAC for the academic year 2023-24 was held on 03rd October 2023 at 4.15 PM. The meeting was presided over by the IQAC Co-ordinator Dr. B.N. Chandrabhas.

Agenda-

- * Status of AAR-2022-23 Documentation
- * Lesson-plan of the odd sem - 2023-24
- * Internal Assessment preparation.
- * Field visits plan. Extraction.
- * Add-on Courses preparation.

Minutes of Meeting:-

- * All criterion Co-ordinators are asked to submit documentation status as on before 15th October - 2023
- * IT-coordinators suggested all criterion-coordinators to complete the documentation collection week by week.
- * HoD's are requested to submit the soft copy of the lesson plan for the odd semesters for the academic year - 2023-24.
- * All faculty discipline HoD's are requested to send the prepare the action plan for the field visits
- * Add-on-courses plan was directed to the all HoD's - in order to implement effectively.

Members attended the meeting



Sl. No.	NAME	DESIGNATION	SIGNATURE
1.	Kavitha S.N.	Librarian	[Signature]
2.	DY. NAGARAJA N.S.	pol Science	[Signature]
3.	Ningargan	English	[Signature]
4.	Lokesh G.S.	Economics	[Signature]
5.	Apotho H.J.	Physics	[Signature]
6.	Dr Nirupama M.	Zoology	[Signature]
7.	Sowmya C.V.	Botany	[Signature]
8.	Chirya	Mathematics	[Signature]
9.	[Name]	Geography	[Signature]
10.	SANJANA C.P.	HISTORY	[Signature]
11.	Nigrosha M.R.	Kannada	[Signature]
12.	Sridhar A.N.	Commerce	[Signature]
13.	Shivalla B.S.	Kannada	[Signature]
14.	SIDDARATH	Pol Science	[Signature]
15.	[Name]	off. Suppl.	[Signature]

Co-ordinator: [Signature]
 Principal: [Signature]
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Meeting No. 03.



The third meeting of the IQAC for the academic year 2023-24 was held on 19th Oct 2023 at 4 PM. The meeting was presided over by the Principal Dr. M.K. Marjunaatha & IQAC Co-ordinator Dr. B.N. Chandrasekhar.

Agenda.

- * Criterion coordinator reshuffle
- * Committee formation
- * Status of ABAR documentation - 2023-24
- * Any other matter

Minutes of meeting:

- * Formation of different committees & assigning the faculty members as committee co-ordinators. & all HODs are members of the Examination committee.
- * It was decided to allocate faculty members to the respective class teachers & asked them to select class representatives.
- * NCC, NSS & Sports & Guides convenors were asked to conduct effective programmes periodically.
- * Faculty from different disciplines, especially HODs are included in the academic audit committee in order to ensure quality in curriculum aspects.



- * Since Criterion-2 work is heavy, Mr. Shridas from commerce faculty was assigned to Criterion-2 along with Dr. Praveen Kumar.
- * All other management faculties are logged to different criterion.
- * It was decided to conduct First Intends test on November First week 2023.
- * Dr. N.T. Nagaraju was asked to collect three sets of question paper from all department on or before two weeks prior.

Members attended the meeting.

1	Dr. Nirupama. M.	Zoology	
2	Kavilka J.N.	Library	
3	Anpitha. H.J	Physics	
4	Nagaraju	English	
5	Sreedhar. A.N	Commerce	
6	Bhaskara. J	phy-Edu.	
7	Narasimhanthy. P	Commerce	
8	Dr. Praveen Kumar	Sociology	
9	Narasimha M.R	Kannada	
10	SIDDARAJI	AI Science	
11	Shravan. R.K	Kannada	
13	Prashanth. M	off. Suptd	

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Meeting No. 04.



The fourth meeting of the IQAC for the academic year 2023-24 was held on 25th November 2023 at 1.30 PM. The meeting was presided over by the Principal, Dr. M.K. Manjunada & IQAC Co-ordinator Dr. B.N. Chandrasekhar.

Agenda:-

- ① Syllabus completion
- ② Result analysis of 2nd & 4th Semesters
- ③ Scholarship information
- ④ Add on courses & Project work status
- ⑤ Any other matter

Minutes of Meeting:-

- * Department HODs were asked to complete the syllabus on time & instructed to take more revision classes.
- * Time table committee co-ordinator was asked to collect the syllabus completion report from all the faculties.
- * Results of second & fourth semester for the academic year 2022-23 were analysed. HODs of all the faculties were asked to conduct parents meet for those failed in majority of the subjects.
- * IT-co-ordinator asked all convenor of individual criterion to send the documents required for AAR submission for the year - 2022-23.

- * Student welfare committee co-ordinator was asked to submit the scholarship detail available for the year 2023-24 to the criterion-5 coordinator.
- * All department faculty & committee coordinators were informed to send the programme report to the IT-coordinator.

Members attended the meeting

①	Ningaraju	Dept. of English	[Signature]
②	Dr. Praveen	Sociology	[Signature]
③	DR. NAGARAJA N S	Pol-Science	[Signature]
④	Sowmya C.V	Botany	[Signature]
⑤	Rinaya	Mathematics	[Signature]
⑥	Radhamma K.M	Zoology	[Signature]
7	LOKESH. G.S	Economics	[Signature]
8	Chethan J. S.	Geography	[Signature]
9.	Narasimhamurthy P	Commerce	[Signature]
10	Sreedhar A.N	Commerce	[Signature]
11.	Anpetha H. J	Physics	[Signature]
12	Vidya V. P	Physics	[Signature]
13.	Dr. Nirupama M.	Zoology	[Signature]
14.	NIRODHA M.R	KANNADA	[Signature]
15	Shivappa S	kannda	[Signature]
16	SIDDHARAJI	Pol-Science	[Signature]
17	prashanth M	oth. Dept	[Signature]

[Signature]
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Meeting No:- 05.



The fifth meeting of the IQAC for the academic year 2023-24 was held on 23rd December 2023 at 3.30 PM. The meeting was convened with the presence of the Principal & the all Criterion - Co-ordinators & faculties of all discipline.

Agenda:-

- ① Guidelines for conducting Internal Examinations
- ② Progression certification of Add-on-Courses & Project work
- ③ Documentation of work done reports of programmes organised by all Departments
- ④ Any other matters.

Minutes of Meeting:-

- * Examination co-ordinator was asked to ensure the objectives of the examination are clearly communicated to both students & teachers. Assign competent invigilators to oversee the exam. Their role is to maintain order & prevent cheating.
- * Verifying the progression of add-on-courses involves Registration & Enrollment; Timetable Attendance & Participation. Criterion-1 Co-ordinator was asked to continue monitoring the allotment & Evaluation, Grading & Recording.



- * Criterion-3 Co-ordinator Dr. N.T. Nagaraja was asked to review & approval process to ensure the accuracy & completeness of each report before final submission.
- * Criterion-2 co-ordinator Dr. Praven Kumar was asked to implement standardised templates for documenting mentor-mentee interaction & progress.

Members attended the meeting:-

1. Dr. Praven Kumar	Sociology	
2. Dr. Nirupama M.	Zoology	
3. Kavi Kura J.N.	Library & Inf Centre	
Narasimhanurthy P.	Commerce	
Bhaskara - J.	Phy + Edu	
DR. NAQARATHAN B.	Political Science	
Niravash m r	Kannada	
Ningaraaj	English	
Bredler A.H	Commerce	
Shweta S	Kannada	
SIDDARATHU	Pol Science	
Prabhakar m	Ob Suptd	

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Meeting No:- 06.



The sixth meeting of the IQAC - for the academic year 2023-24 was held on 02/01/2024. at 10.30 am. The meeting was presided by the the Psmopal & IQAC Co-ordinator.

Agenda:-

- ① Review of AAR documents - 2022-23
- ② Document collection for the year 2023-24.
- ③ Monitoring UCRS portal - C1 & C2 Entry.

Minutes of Meeting:-

- * Criteria:-6 : Dept feedback analysis action taken report, all the documents uploaded in the NAAC portal.
- * Criteria:-5 : Documents should be scan; placement documents should be in proper manner.
- * Criteria:-7 : Index must be prepared for the related documents of seminars / FDP's.
- * The review documents should be available in college website & the same must be reflected in AAR documentation.
- * Criteria:-1 & 2 documents review is pending & the co-ordinators were asked to make the process fast.
- * All faculties were informed to enter the C1 & C2 IA marks in UCRS portal on-line.
- * Finally Dr. B.N. Chandrasekhar delivered vote of Thanks.

Members attended the meeting:-

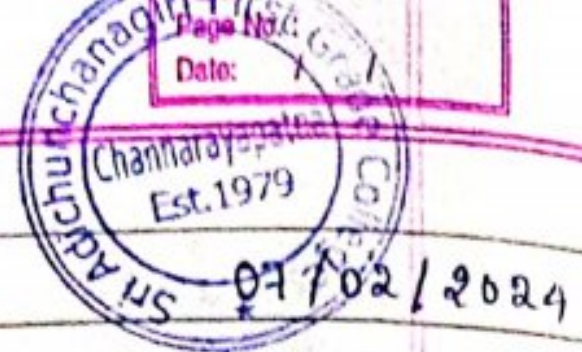
- | | | | |
|-----|-------------------|-----------------------|--|
| 1. | Mirzasha M. R. | Kannada | |
| 2. | Sreedhar. A.N | Commerce | |
| 3. | Amitha. H.J | Physics | |
| 4. | MAHARAJANURTHY.P | Commerce | |
| 5. | Ningaraju | English | |
| 6. | Bhaskara-J. | PHY-BSc | |
| 7. | DR. NAGARAJ N S | Bot-SU | |
| 8. | Dr. Praveen Kumar | Geology | |
| 9. | Dr. Nisupama M. | Zoology | |
| 10. | Kavitha J.N. | Library & Inf. Center | |
| 11. | SIDDARATH | Bot-Science | |
| 12. | Shivappa R. | Kannada | |
| 13. | Prashanth M | Ob-Scpts | |



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Meeting No-07



The meeting commenced at 3pm with Dr. M.K. Manjunath, principal, in attendance. Dr. B.N. Chandrashekar welcomed everyone and introduced the agenda, initiating the meeting with the following items

Agenda

- * participation in JVT mela
- * IA documentation
- * Powerpoint presentation
- * Admission strategies
- * online platform
- * Any other matters

minutes of meeting

* Three science department subjects, chemistry, zoology and physics, were chosen for the JVT mela 2023. It was decided during the discussion that Dr. Nirupama M and Smt Arpita would oversee the preparation of modules for the event. Additionally, they were tasked with organizing a dance performance through the college's cultural committee.

* Regarding the consolidation of IA documents for the academic year 2023-2024, Dr. Nagaraja N.T. the IA coordinator, has been tasked with inspecting and

gathering the IA records for the first, third, and fifth semesters. It was decided that these documents will be stored in a designated storeroom and reported on accordingly.

* Regarding PPT classes for effective teaching presentations, it was expected that all faculty would conduct at least four PPT classes per month last year. Each faculty member must conduct a minimum of four PPT classes per month and submit a monthly report to the IQAC.

* Regarding increasing admissions for the academic year 2024-2025, the committee decided to brief Mr. Bhaskar J., the Chairperson, about the plan. Furthermore, it was agreed to assign all staff members the responsibility of visiting nearby PU colleges to engage with students and inform them about the scope of our courses, encouraging them to apply.

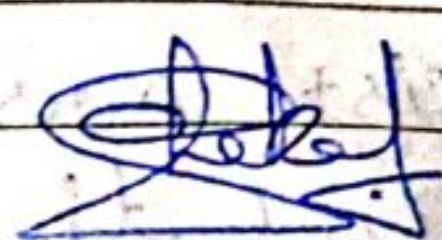
* Regarding the usage of N-list, Mrs. Kavitha J.N., the librarian, emphasized the importance of N-list to the staff and encouraged them to mandate its usage by students. Additionally, Mrs. Kavitha J.N. was tasked with organizing a workshop for students to promote increased

usage of N-list resources

* Scheduled for February / March 2024
National Science Day organized by the
science cell. Academic Trip arranged
by the Department of Political Science
and Economics essay competition hosted
by the Department of Sociology, Talk on
gender equality conducted by the Social
and women prevention cell.

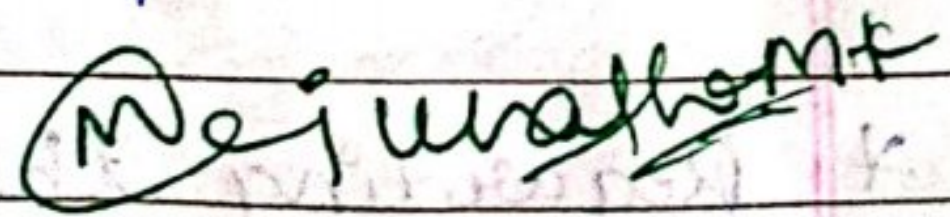
Member attended the meeting

- | | | |
|-----------------|-----------------------|-----------|
| 1. Kavitha J.N. | Library & Inf. Center | Signature |
| NORAS... | Commerce | |
| DR NAGARAJAN | Phy - Edu | |
| Bhuskoma. J. | phy - Edu | |
| Niroosha M.R | Kannada | |
| Dr. Nirupama M. | Zoology | |
| Nirupama | English | |
| Sridhar. A.N | Commerce | |
| S. Sivapada R. | Kannada | |
| SIDDHARATH | Pol Science | |
| Prashanthan | oth. Dept | |



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Meeting NO - 08

The meeting was convened on 11 March 11, 24 begun at 3:30 pm, chaired by Dr. MIS Manjunath. Dr. B.N Chandrashekar introduced the meeting agenda.

Agenda.

- Final year students Internship.
- Enhancing Essay writing skills among students.
- Assessment of Remedial classes.
- Promoting active involvement in sports.
- Monitoring Skill Development programs.
- Any other matters.

Minutes of meeting.

- Regarding Internship: The meeting decided that final-year students will receive an ad hoc practical session every Saturday and must report to the faculty once a week.
- To enhance writing and critical thinking skills related to social challenges, the departments of Sociology was tasked with organizing an essay writing competition on women empowerment for students across all disciplines.
- The criterion 2 co-ordinator was tasked with verifying the progress of the remedial

classes and cross-checking the report on the work done for both slow learners and advanced learners.

- Regarding the sports activities scheduled for March 23, 2024: The Mysore University Malnad zone inter-collegiate women's Kabbadi and Tennis Tournament 2023-24 will be held at SAFC college under the supervision of the physical Education and sports Department. The Sports committee was tasked with encouraging students to participate actively in the event with discipline.

- Monitoring Skill development programs: All department faculties have been instructed to engage students in field visits. Additionally, language teachers have been tasked with training students in grammatical English and enhancing their communication skills.

- Faculty members were requested to administer unit tests every Saturday and to share the question banks in student groups.

Members attended the meeting

Dr. Nisupama.m. Zoology
DR. NAGARAJA LO. M Science
Kavitha J.N. Library & Inf. Center

Dr. B.N. Chandrashekar

Bhaskara J.	Phy. Edu.	<i>[Signature]</i>
N. Gowda M.R.	Kannada	<i>[Signature]</i>
N. Nagaraj	English	<i>[Signature]</i>
S. Reddy A.N.	Commerce	<i>[Signature]</i>
S. Haralu K.	Kannada	<i>[Signature]</i>
SIDDARAO	Pol-Science	<i>[Signature]</i>
Dr. N. N. P. S.	Zoology	<i>[Signature]</i>
Prashanth M.	Art & Design	<i>[Signature]</i>

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Meeting No. - 09

The meeting convened on April 23, 2024, starting at 11 am and chaired by Dr. M.K. Manjunath, Mr. Chandregowda, Registrar, SAST (R). Mr. Sucheth Kumar, Dr. Shashikumar, and Mr. Manjunath were in attendance. Dr. B.N. Chandrashekar, IQAC co-ordinator, welcomed everyone and introduced the agenda, then handed over the session to the OSD team after reviewing the following agenda.

Agenda

- ★ Action plan and P.T.S. taken report
- ★ Mentor - Mentee record verification
- ★ Result Analysis 2022-23..
- ★ Evaluation of Unnath Bharath Abhiyan
- ★ Any other matters.

Minutes of meeting

OSD representative Mr. Sucheth Kumar reviewed the action plans submitted by all department and committee co-ordinators to ensure their effectiveness and feasibility. Following this, a detailed assessment of the timelines and their capacity to handle potential delays or alterations in circumstances. Mr. Kumar underscored the significance of evaluating the incorporation of sufficient

risk mitigation strategies and assessing the plans' adaptability to unforeseen developments.

Together with IGAC co-ordinators, IT co-ordinators, and criterion 1 co-ordinators, the lesson plans submitted by all departments were reviewed, and the work completed was cross-checked against these plans.

Dr. Praveen Kumar was tasked with preparing a specific template and ensuring that mentor-mentee meetings are conducted weekly, with reports filed accordingly. Additionally, all faculty members were instructed to maintain students' files after counseling sessions.

Result analysis for the academic year 2022-23 was carried out to assess the performance of departments and faculty with a focus on improvements. Mr. Shashi Kumar to submit significance question at the conclusion of each session.

Regarding parent's meeting: It was suggested to reach out and inform parents of students with low attendance in the department this semester.

The results of the meeting held on 19, 2024 were outlined.

Mr. Nirgajju was questioned about the delay in submitting the unmath Bharash Abhiyan program report and instructed to complete the task by may. It was emphasized that the utilization certificate (UC) must be submitted before the end of this academic year. Mr. Sucheth suggested following the specific guidelines posted on the VBA website for the next funding cycle.

The OSD from the CEO office verified the project report submission to VGST by Dr. B.V. Chandrashekar. Mr. Sucheth Kumar urged all faculty members to actively participate in submitting project reports to funding agencies.

Finally Mr. Bhaskara J delivered the vote of thanks.

Members attend the meeting

Shrappa R.K.
Kheskasa J
DR. NAGARAJA
Kavilka J.N.
Dr. Nishipama
Narasimhan

Kannada
Phy-Edu
pit sruva
Library & Inf. Center
Zoology
Commerce

[Signatures]



NIRODHA M R	KANNADA
Ningappa	English
Sredhar AN	Commerce
SIDDHARTH	Pol. Science
Prashanth m	Ab. Suptd

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Meeting Number - 10

Academic Progression Meeting

The meeting commenced at 11 am with the presence of Mr. Chandregowda, Registrar of the Adichunchanagiri Shikshana Trust, and the OSD team from the CEO's office. Dr. Manjunath welcomed everyone and introduced the meeting agenda, handing over the session to the OSDs.

Agenda:

- * Admission analysis
- * Result analysis 2023-24
- * NAAC related documentations.

Admission analysis:

- Faculties are asked to focus on maintaining quality attainment to increase the admission strength.
- Faculty involvement in admission can be a significant criterion for faculty appraisal, as it directly impacts the institution's enrolment goals and reflects faculty member's commitment to the overall growth and success of the institution.

- Analyzing the faculty-wise admission process and setting specific targets for each discipline - Science (85), Arts (125) & Commerce (135) - a strategic approach to manage and achieve enrollment goals effectively.
- Increasing Capacity utilization from 35% to 75% can significantly improve operational efficiency and resource optimization within an institution.
- Ensuring the teachers model behaviors and actions that reflect the identity and values of a multidisciplinary College Campus positive educational environment.
- Assigning each faculty member a target to admit 10 students can be a strategic approach to increase enrollment, provided it is implemented institutional goals.
- Conducting a Career Guidance Program for Pre-University (PU) College Students is crucial to help them make informed decisions about their future academic and career paths.
- Involving alumni can be a strategic approach to increase student enrollment and strengthen the college community.

- Updating social media periodically is essential for maintaining an active and engaging presence online, which is crucial for institutions to connect with their audience.

Result Analysis

- Maintaining a well-organized work diary is crucial for ensuring effective planning and execution of the curriculum.
- To enhance academic performance and ensure better results, encouraging faculties to provide module-wise important questions can be an effective strategy.
- IQAC must encourage and support faculties in registering on the NPTEL platform, thereby promoting continuous professional development and enhancing teaching quality.
- Mentor-mentee records should be well maintained. Periodically assess and document the progress of the mentee towards achieving their goals.

NAAC Related Activities Analysis

- After signing off the reports, ensure that the document is promptly forwarded



to the IQAC

- Faculties were asked to prepare a report addressing the probationary declaration and incorporating OSD for the next increment.
- Recommended to Conduct IQAC meetings on a regular basis, such as every Thursday which can indeed facilitate effective implementation of actions and ensure continuous improvement in institutional quality.

Dr. B.N. Chandrashekara, IQAC Coordinator, summarized the resolutions of the meeting and delivered the vote of thanks.

Members Attend the meeting

Kavitha J.N.	Library & Inf. Centre	Head Lib.
Dr. Nilupama NARSIMHANURTHY P.	Zoology	Dir.
DR NAGARAJA N S.	Commerce	Dir.
Bhuvikara - J	pol. Science	Dir.
NEELASA. M R	phy-Bdu	Dir.
Ningabai Sreedharan	Kannada	Dir.
Shruti K S	English	Dir.
SIDDARATH	Commerce	Dir.
Souraya R.N.	Kannada	Dir.
	pol Science	Dir.
	Administrative	Dir.



Apitha H.J. Physics
Prashanth M. ab. Suptd

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